



# *City of Seat Pleasant*

*Office of the City Council*

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## **A CITY OF EXCELLENCE SMART CITY**

**“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”**

**Department Name: Council Clerk**

**Date of Report: August 27, 2018      Reporting Period: July 1-July 30, 2018**

**Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.**

- Communicated with Ms. Kittrell to reserve Activity Center for July Ward Meeting
- Communicate with Public Works for set up of July Ward 2 Meeting
- Council Clerk prepared flyers, agendas, sign-in sheets, for Ward II
- Attend Ward 2 Meeting for the month of June
- Council Clerk maintain all City Councils Calendars
- Council Clerk maintained and Scheduled Council Chambers for the month of July
- Attend Regular Work and Public Sessions for the month of July
- Contact vendors for July Ward meeting
- Confirm speakers for July Ward meeting
- Update Ward Sign-In spreadsheets
- Process Purchase request for Ward Meeting reimbursements
- Coordinate w/ Public Works and Public Engagement Department to request equipment for ward meeting
- Process purchase request for supplies for Council retreat
- Prepare council Memo on behalf of Councilwoman Sistrunk
- Communicate w/ Assistant to the Chief for Award Ceremony
- Attend Public Safety Award Ceremony
- Process purchase requisition for award ceremony
- Follow up with Public Engagement Director to reserve Goodwin park for Councilmember
- Follow up with Public Works Director to request Goodwin park equipment for Councilmember
- Communicate w/ NLC representative for NBC-LEO conference
- Process purchase order for Councilmember travel accommodations
- Process travel packet for NBC-LEO conference

